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## CHAPTER 11

## VISITOR ACCESS TO CLASSIFIED INFORMATION

## 11-1 BASIC POLICY

1. For security purposes, the term visitor applies as follows:

a. A visitor on board a ship or aircraft is a person who is not a member of the ship's company or not a member of a staff using the ship as a flagship.

b. A visitor to a shore establishment is any person who is not attached to or employed by the command or staff using that station as headquarters.

c. A person on temporary additional duty is considered a visitor. Personnel on temporary duty orders, reservists on active duty for training, or those personnel assigned on a quota to a school for a course of instruction, may also be considered as visitors.

d. A cleared DoD contractor assigned to a DON command who occupies or shares government spaces for a predetermined period.

2. Commanding officers will establish procedures to ensure that only visitors with an appropriate level of personnel security clearance and need to know are granted access to classified information.

3. The movement of all visitors will be controlled to ensure that access to classified information is consistent with the purpose of the visit. If an escort is required for the visitor, either a cleared and properly trained military or civilian member or a contractor assigned to the command being visited may be used.

4. As a matter of convenience and courtesy, flag officers, general officers and their civilian equivalents are not required to sign visitor records or display identification badges when being escorted as visitors. Identification of these senior visitors by escorts will normally be sufficient. The escort should be present at all times to avoid challenge and embarrassment and to ensure that necessary security controls are met. If the visitor is not being escorted, all normal security procedures will apply.

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5. At the discretion of the commanding officer, the general public may be permitted to visit on an unclassified basis only, (i.e. no classified areas, equipment or information may be divulged to the general public). A written statement of command safeguards will be prepared and implemented to address the possibility of the presence of foreign agents among the visitors.

**11-2 CLASSIFIED VISIT REQUEST PROCEDURES**

1. When a visit to a DON command will involve access to classified information, the commanding officer of the visitor or an appropriate official of the contractor facility, organization or foreign country which the visitor represents will submit a visit request either by naval message or command/company letterhead to the organization to be visited.

2. Visit requests must include the following information for military and civilian personnel:

a. Full name, rank, rate, or grade (when applicable), date and place of birth, social security number, title, position, UIC/RUC (when applicable), and citizenship of the proposed visitor.

b. Name of employer or sponsor, if other than the originator of the request.

c. Name and address of the activity to be visited, if other than the addressee of the visit request.

d. Date and duration of the proposed visit.

e. Purpose of visit in detail, including estimated degree of access required. When the visit involves access to information, such as NATO or SIOP-ESI, for which specific authorization is required, the command visited will confirm that the visitor has been briefed and authorized such access.

f. Security clearance status of visitor (basis of clearance is not required).

3. The following information is required on a contractor's visit request:

a. Contractor's name, date and place of birth, and citizenship of the proposed visitor;

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b. Certification of the proposed visitor's personnel security clearance and any special access authorizations required for the visit;

c. Name of person(s) being visited;

d. Purpose and sufficient justification for the visit to allow for a determination of the necessity of the visit;

e. Date or period during which the request is to be valid; and

f. Contractor's name, address, telephone number, assigned Commercial and Government Entity (CAGE) Code and certification of the level of the Facility (Security) Clearance (FCL).

4. Formal visit requests should not be required for employees of the executive branch who are U.S. citizens with whom working relationships have been established. When there is an established working relationship and the clearance level and bounds of need to know of the government employee are known, a visit request is not necessary. Many times there are frequent phone contacts with only occasional visits, but the working relationship is established. The command being visited, not the visitor, will decide whether a formal visit request is needed.

5. DON commands requesting approval for visits to other DON commands may include the phrase, "Reply only if negative," in the request and may assume that approval is granted unless otherwise advised.

6. Requests for visits will be submitted in advance of the proposed visit. Lead time will be established based on local needs to allow sufficient time for processing and to make a determination as to whether or not the visitor should or will be granted access.

7. Visit requests may be transmitted by facsimile, by message or electronically transmitted via electronic mail. When transmitting by facsimile the visit request must be on official letterhead.

8. If a visit requirement comes up suddenly, the above information may be furnished by telephone but it must be confirmed promptly in writing or by message. Message visit requests must include all of the required information listed in paragraph 11-2.

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9. Under no circumstances will personnel handcarry their own visit requests to the places being visited.

10. To avoid any question of the legitimacy of the visit request, all visit requests will provide a certification of the visitors need to know in the form of an authorization signature by an official other than the visitor, with command signature authority. For message requests, the fact that the commanding officer released a message for his/her own visit should not be questioned.

11. A visit request that lists more than one name, such as members of an inspection team, is acceptable, even if that request goes to a number of commands who will be inspected by that team or even part of the team provided the purpose of the visit is specific and that all of those listed will be visiting only for that specific purpose. A request for intermittent visits by an individual or group over a specified period of time (not to exceed 1 year) is also acceptable. The command sending an intermittent visit request is responsible for advising the recipient immediately of any significant change to the information supplied.

12. Contractor visits may be arranged for the duration of the contract with the approval of the cognizant contracting command being visited. The contractor, as directed by the NISPOM is responsible for notifying all visited commands of any change in the employee's status that will cause the visit request to be cancelled prior to its stated termination date.

13. Receipt of a fraudulent visit request will be reported to the nearest NCIS office.

14. No additional requirements for visit requests may be imposed by DON commands or activities. If a request is received for a visit requiring access to classified information by a person or under circumstances not addressed in this chapter, the matter will be referred to appropriate higher authority or to CNO (N09N2).

15. Visits involving access to and dissemination of Restricted Data, or to facilities of the Department of Energy, are governed by the policies and procedures in DoD Directive 5210.2, Access to and Dissemination of Restricted Data, 12 Jan 78 (NOTAL).

16. Visits involving access to dissemination of SCI are governed by the policies and procedures in reference (c).

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**11-3 VISITS BY FOREIGN NATIONALS AND REPRESENTATIVES OF FOREIGN ENTITIES**

1. Consult SECNAVINST 5510.34, Manual for the Disclosure of Department of the Navy Military Information to Foreign Governments and International Organizations, 4 Nov 93 (NOTAL) concerning foreign visitors, whether or not the visitor requires access to classified, or controlled unclassified, information or material. Visits by foreign nationals and representatives of foreign governments, foreign industry, or international organizations, must be approved, and the disclosure level for classified information determined, for each visitor.
2. Official requests must be submitted by the applicable foreign government (normally its' Washington D.C. embassy) certifying the visitors' national clearances and need to know on their behalf.

**11-4 CLASSIFIED VISITS BY MEMBERS OF CONGRESS**

1. When a direct request for a Congressional visit which would require disclosure of classified information is received, guidance will be requested from the Office of Legislative Affairs (OLA) by the quickest practical means. If there is inadequate time to coordinate with OLA, the visit may be authorized and disclosure of classified information which meets the requirements of the member of Congress may be made. Immediately thereafter, the OLA will be informed of the visit and the extent of the disclosure. In case there is a question as to whether particular classified information may be furnished to a Member of Congress, no final refusal to furnish such information will be made by a commanding officer. The case will be referred to the Secretary of the Navy through the OLA.

2. Members of Congress, by virtue of their elected status, do not require DoD security clearances. Clearance eligibility is required however, for congressional staff members accompanying a member of Congress (paragraph 8-3.5 applies).

**11-5 CLASSIFIED VISITS BY REPRESENTATIVES OF THE GENERAL ACCOUNTING OFFICE**

1. Properly cleared and identified representatives of the General Accounting Office (GAO) may request a visit and be granted access to classified DON information in the performance of their assigned duties and responsibilities, with the exceptions noted in paragraph 11-5.3.

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2. The GAO normally will give advance notice to commands to be visited. Each announcement will include the purpose of the visit and names of representatives and, if access to classified information may be necessary, will certify the level of security clearance of each GAO representative. Occasionally, the GAO representatives in the Washington metropolitan area receive assignments - such as Congressional requests - which preclude the usual advance written notice of visit, and verbal arrangements are made for visits. To assist the GAO in those instances, the DON GAO liaison office, Assistant Secretary of the Navy, Financial Management & Comptroller (ASN(FM&C)) will provide telephonic authorization for GAO Headquarters and Washington Regional Office personnel whose clearances are on file with DoD. These clearances will be honored provided the GAO representatives are properly identified. GAO personnel can be identified by serially numbered credential cards issued by the Comptroller General. Each card bears the photograph and signature of the holder. Security clearance eligibility of visiting GAO personnel will be verified if access is required.

3. As exceptions to the procedures described above:

a. Commanding officers will not grant access to documents and information specified as not releaseable or requiring approval of the Secretary of the Navy for release, in SECNAVINST 5740.26A, Relations with Legislative Branch Audit and Investigative Agencies, 15 Jan 98.

b. Requests for classified defense information in the area of tactical operations and intelligence collection and analysis will be sent to the ASN(FM&C)) (via the Commandant, U.S. Marine Corps, for USMC cases) by the most expeditious means, to determine the relevance of the information to the statutory responsibilities of the GAO.

4. Questions and problems concerning clearances of individuals and release of classified information in connection with visits by the GAO will be addressed to the ASN(FM&C)) (via the Commandant, U.S. Marine Corps, for USMC cases).